

FILED: *Records 4-21*

RETURN TO

RECORDS MANAGEMENT DIVISION

## RESPONSIBILITIES OF AN AREA RECORDS OFFICER

Under the Administrative direction of a senior officer of a major organizational area of the agency, and the technical direction of the Records Management Division of the Management Staff, the Area Records Officer is directly responsible for conformance to Agency regulations relating to records management and acts as liaison officer with the Records Management Division on all matters involving Agency policy, clearance and review. Such officer is directly responsible for carrying out a records management program encompassing the following:

### I. Records Creation

- A. Creation of necessary records to provide adequate documentation including the:
  - 1. Designation of official record copies of correspondence and documents.
  - 2. The control and limitation on the number of copies of documents created.
- B. Correspondence management, including instructions for preparation and utilization of form letters, pattern paragraphs, etc.
- C. Forms management, including design of forms for maximum use and adequacy of the form records; limitation of number of forms and number of copies of forms. Determine at the time a form is created, the ultimate disposition of the form record.
- D. Reports management, including adequate reporting, elimination of unessential copies of reports, elimination of obsolete reports and unessential filing of reports.

### II. Records Maintenance

- A. Determine proper organization of records to provide maximum utilization and security, including the establishment of:
  - 1. Centralized record facilities and/or
  - 2. Decentralized record facilities.
- B. Establish and maintain a uniform system for classifying and filing records.
- C. Develop standards and control the methods and procedures used in processing and filing all records, either centralized or decentralized.

- D. Provide finding media to insure that efficient reference service is available and furnished.
- E. Maintain a current master inventory of accumulated records of the office, including their types, locations and volume.
- F. Periodically survey and inspect records activities.
- G. Establish control procedures for receiving, recording and routing incoming communications.
- H. Establish control procedures for clearance and dispatch of outgoing communications.
- I. Provide for the identification and orderly deposit of Vital Materials.
- J. Control the use of filing equipment and supplies.

### III. Records Disposition

- A. Provide for the storage, preservation, protection and servicing of semi-active or inactive records.
- B. Evaluate records for administrative, legal, research, or other use.
- C. Periodically survey records in order to remove inactive ones and plan for their retirement or disposal.
- D. Develop office records retention and disposal schedules.
- E. Secure any necessary clearance of proposed disposal of records.
- F. Develop and submit, through the Records Management Division, lists and schedules requesting authority from the National Archives and Congress for the disposal of records as they outlive their usefulness.
- G. Develop and execute procedures for the disposal of records in accordance with established practices and authority granted.
- H. Insure the proper application of disposal authority.
- I. Maintain adequate data to furnish information and reports on records disposal.
- J. Control the application of microphotography to reports.